AR17 - APPROVE COLLECTION – UNBILLED RECEIPT (UNCLEARED COLLECTION)

Source Document:	Departments Payment Batch Header Report of Deposit Form and Supporting Documents
Module:	Accounts Receivable (AR)
Roles:	AR Payment Approver

In training course AR15 Record Collection-Billed AR (Uncleared Collection), the Department of Finance AR Payment Processor prepared a **Payment Batch Header** to document details of a Uncleared Collection receipt.

In this course, the **AR Payment Approver** will receive the Payment Batch Header and supporting documents to review and approve the transaction. In addition, the AR Payment Approver will create the **Accounting Entries** for a Direct Journal Payment.

DEPARTMENT OF FINANCE
PAYMENT BATCH HEADER

DEPOSIT ID #	**493**
BATCH TOTAL	**2,500.00**
BATCH COUNT	**1**
FM	**Apr-10**

Pmt #	AMOUNT	TYPE	Inv No.	FY	ACCOUNT	REF & FUND / Comment
1	2,500.00	UNCLEARED COLLECTIONS		2015	2090100 uncleared	000000244 agency bank acct
	2,500.00					

2,500.00 Total Deposit

AR Payment Processor Notes:

BANK ACCT **244**

Set up on Payment Tab: **Check, Check, GEN CASH**

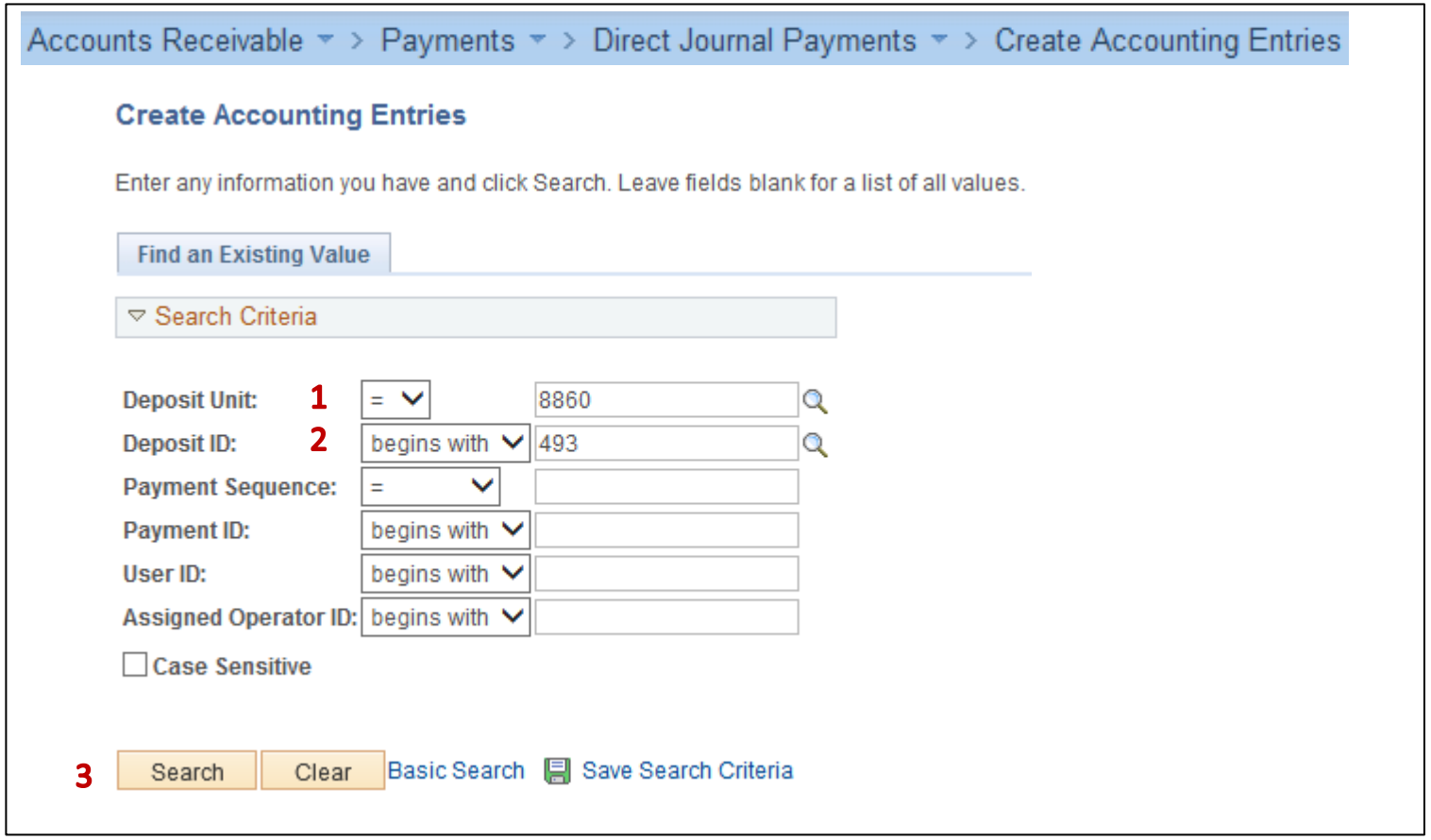
For non-AR payments, select the **Journal Directly Box**

Bank Deposit Slip #	**1244000254**
Bank Deposit Date	**4/15/2016**
Remittance Number	
Remittance Date	

Useful information such as the bank deposit slip number and the date are included on this form.

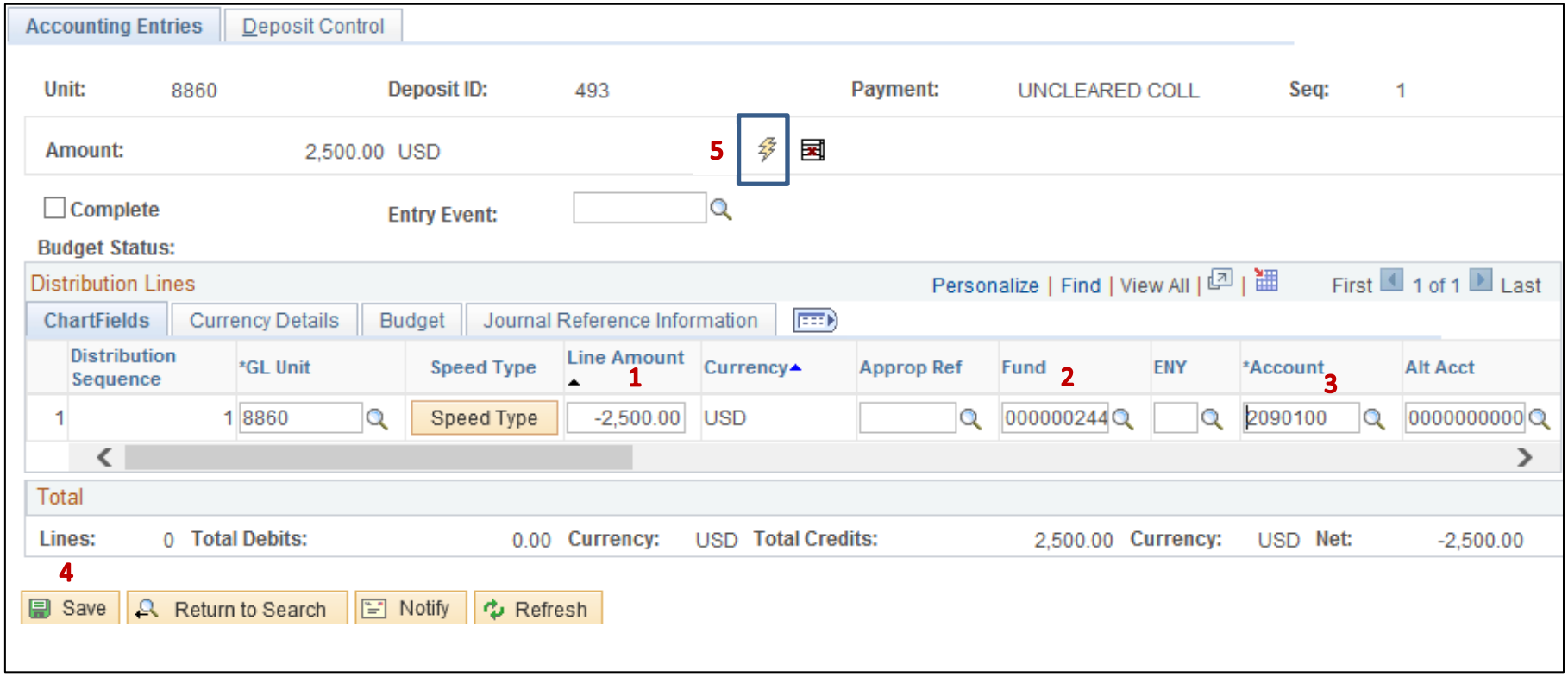
The **AR Payment Approver** will create the Accounting Entries. Steps are:

1 - Enter your Business Unit;
2 - Enter the Deposit ID
3 - Click Search



The **AR Payment Processor** will create the Accounting Entries. Steps are:

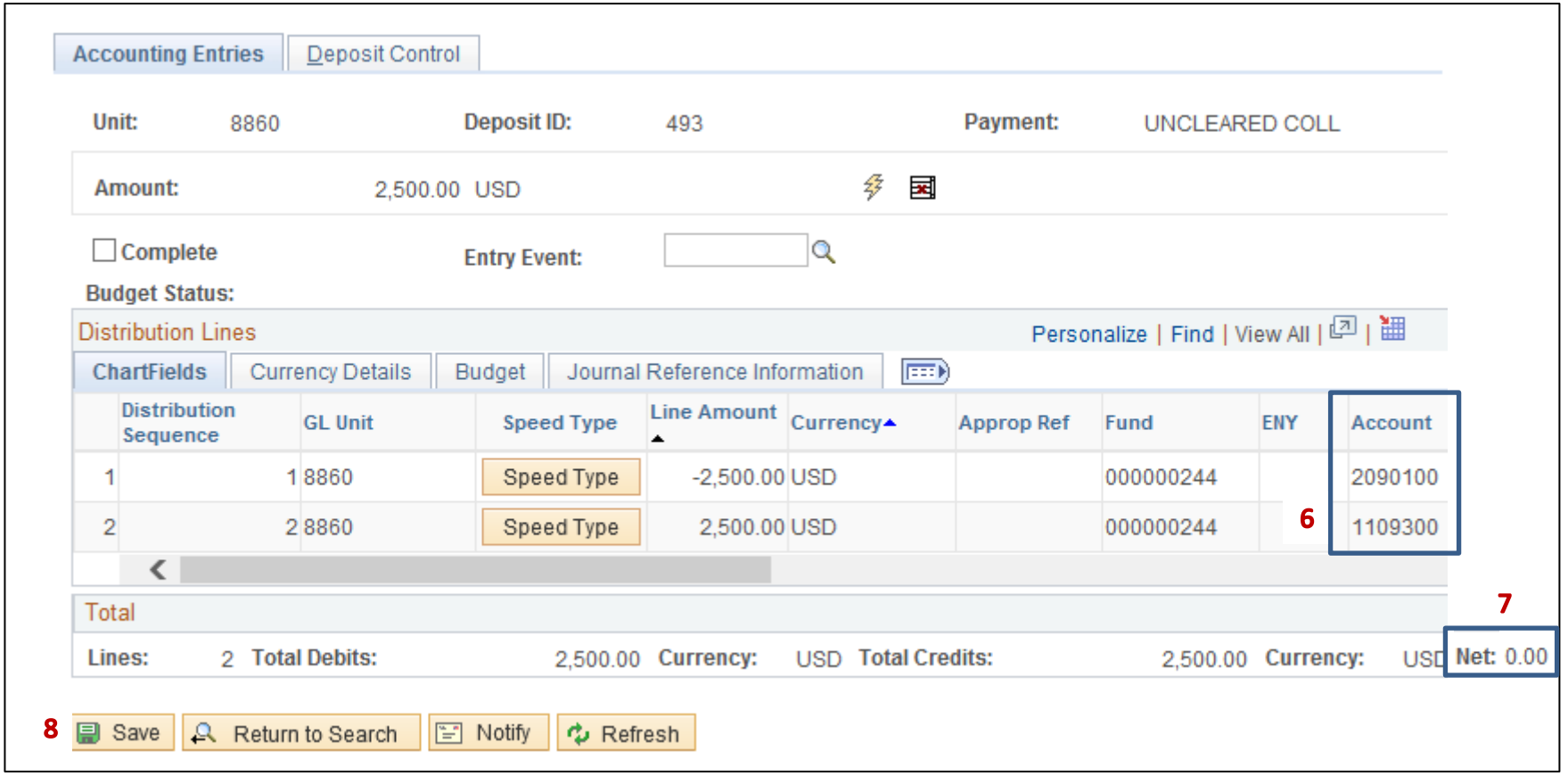
1 - Enter Amount as (-)
2 - Enter Fund (Finance's General Checking Account is used in this example)
3 - Enter Account (209100 – Uncleared Collection)
4 - Click Save
5 - Click the Lightning Bolt icon to create the cash offsetting entry



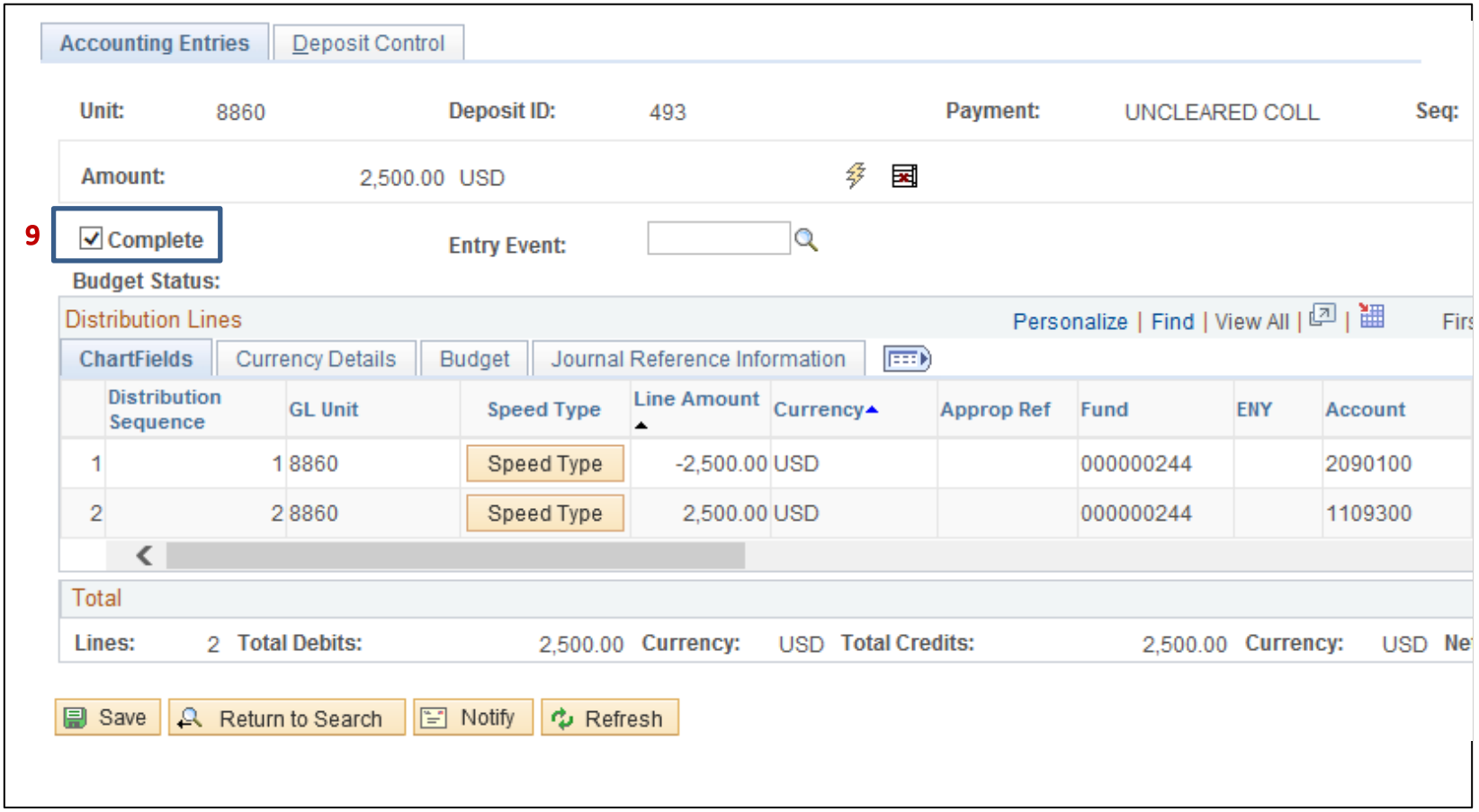
6 - The system will create the cash offsetting entry and display the distribution line for Account 1109300 – Pending Cash – AR

7 - The net of the distribution lines should equal zero

8 - Click Save

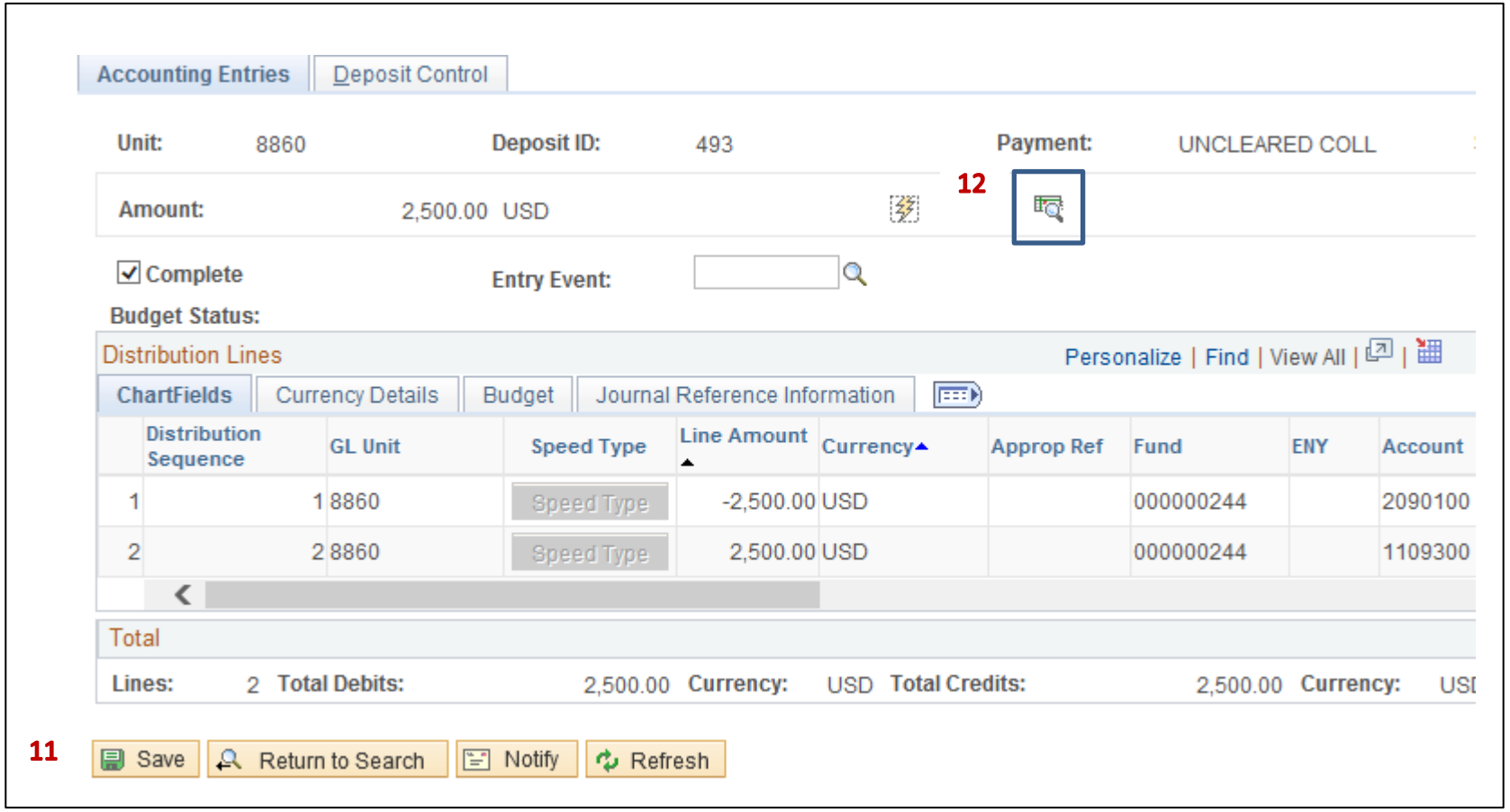


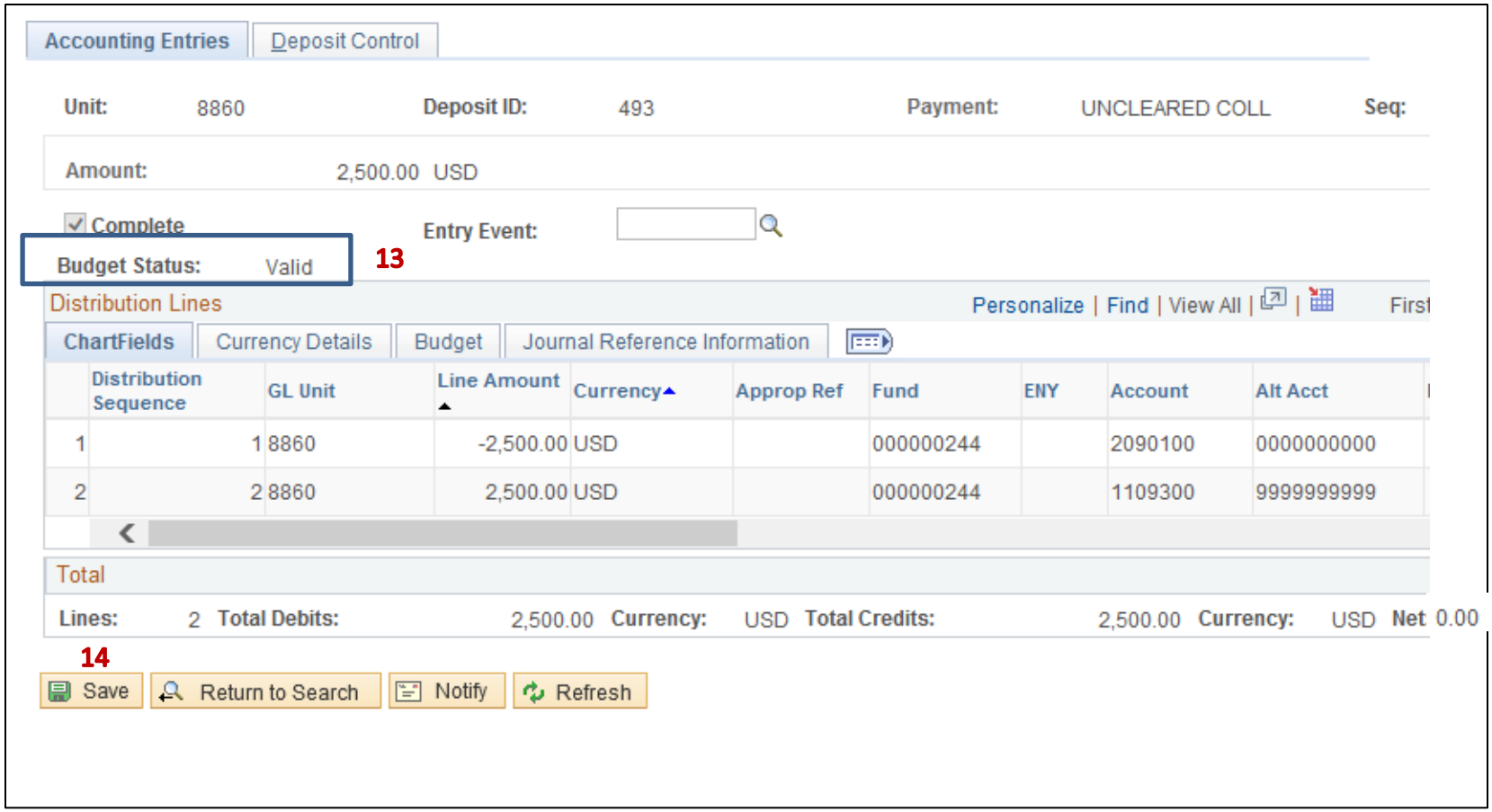
9 - Check the Complete box



11 - Click Save

12 - Click the Budget Check icon and wait for the budget check process to complete



13 - The Budget Status should display "Valid"

14 - Click Save